

CHARTER OF THE CARSWELL/PLANT 4 RESTORATION ADVISORY BOARD

I. NAME

This organization shall be known as the Carswell/Plant 4 Restoration Advisory Board (RAB). The Carswell/Plant 4 RAB will fulfill all requirements of 10 USC Section 2705 © for the Technical Review Committee at Department of Defense Installations.

II. PURPOSE

- A. Provide an opportunity for the community affected by the environmental cleanup at Carswell and Air Force Plant 4 (AFP 4) to participate in the decision-making process for the cleanup. This Board shall help identify the environmental issues at Carswell and AFP 4 and help resolve those issues in a manner satisfactory to the community.
- B. Provide a direct line of communication between the community and the regulators who are involved in oversight of the Carswell and AFP 4 environmental cleanup program.
- C. Create a communication process between the U.S. Air Force and the local community that will promote community awareness of local environmental issues and educate community members to the issues that affect them.

III. AUTHORITY

The basis and authority for this charter is the Comprehensive Environmental Response, Compensation and Liability Act of 1980 (CERCLA), as amended by the Superfund Amendments and Reauthorization Act of 1986 (SARA), particularly Sections 120 (a), 120 (f), and 121 (f) and 10 USC 2705, enacted by Section 211 of CERCLA.

IV. MEMBERSHIP AND RESPONSIBILITIES OF MEMBERS

- A. The RAB shall consist of the representatives from the community who have volunteered to serve on the RAB and have signed this charter. These shall be the voting members of the RAB.

The following shall serve as ex-officio members and shall not have voting privileges:
Government Cochairpersons -- Rotated among the Carswell On-Base, Carswell Off-Base and AFP 4 Remedial Project Managers (RPMs)
US EPA Project Coordinator(s)
TNRCC Project Manager(s)

- B. Members shall serve without compensation. All expenses incident to travel shall be borne by the respective member's organization, if appropriate.

- C. RAB membership shall be periodically reviewed by the RAB. The RAB may vote to include new members, remove inactive members, or solicit new members to represent groups not currently represented on the RAB. Nominations shall be reviewed and approved by a majority of the voting members of the RAB present at the meeting.
- D. Voting membership shall not exceed 20 in number. Members shall serve a term of 3 years. A member may be asked by the board to remain for subsequent three year terms.
- E. Members must be willing to communicate with the local community members and interest groups concerning specific cleanup issues and bring local concerns to the attention of the RAB. Members shall serve as a direct and reliable conduit for communication between the public and agencies responsible for cleanup activities. RAB members' names and telephone numbers will be made available to the public.

V. STRUCTURE AND OPERATING PROCEDURES

- A. The Carswell On-Base, Carswell Off-Base and AFP 4 RPMs shall serve as the rotating Government Cochairperson of the RAB. A voting member, to be chosen by majority vote of the RAB members present at the meeting when the election is held, shall serve as the Community Cochairperson for one year from the signing of this charter. The Community Cochair may serve more than one term if so elected by the RAB. The RAB membership is responsible for terminating a cochair who is ineffective or detrimental to progress of the RAB. Cochair removal is determined by a majority vote of RAB voting membership at the meeting where removal is addressed.
- B. The community cochair shall be responsible for presiding at each meeting; if unavailable, the government cochair shall preside. The RAB cochairpersons shall be responsible for coordinating an agenda for each meeting. AFP 4 will provide administrative support to disseminate meeting minutes and agendas for each meeting to the membership at least one week prior to each scheduled meeting. Agenda items for the next meeting will be decided on at the conclusion of each meeting and/or submitted to the cochairs at least two weeks prior to a scheduled meeting. Carswell Off-Base shall take minutes at each meeting and provide the minutes to AFP 4 for distribution to all members and other interested parties who may request the minutes. Appropriate background materials for meeting topics shall be provided by each government entity as appropriate.
- C. Meetings shall be held quarter, on a second Thursday, or as otherwise directed by the RAB. Additional meetings may be held as determined by the cochairpersons or by a request of a majority of the RAB membership.
- D. All meetings shall be open to the public and announced by a press release to the local newspapers. This shall be accomplished by the AFP 4.

- E. Each meeting shall follow the agenda as determined by the cochairs and submitted to the members prior to the meeting. Meetings shall be conducted according to Robert's Rules of Order or similar format. Observers at the meetings may ask questions related to the agenda item under discussion, but other questions and comments shall be held until the Open Discussion part of the meeting that will be included on each agenda.
- F. A quorum shall consist of the RAB voting members present. General business conducted during meetings that warrants voting shall be determined by a simple majority vote (50% + 1) of the RAB members present. The RAB, in attempting to resolve issues and problems that may arise during the course of the cleanup process activities, shall use consensus whenever possible. When dissenting opinions exist, they will be noted in the meeting minutes.

VI. EFFECTIVE DATE AND MODIFICATION

- A. The effective date of this charter is the date of the first signature.
- B. This charter may be amended by a 2/3 vote of the voting members present at the meeting where the amendment is presented for vote. All amendments must be in writing and placed on the meeting agenda for one meeting prior to voting on the amendment.

VII. DISSOLUTION OF THE RAB

The provisions of the Charter shall be satisfied and considered complete when 2/3 of the members agree in writing to terminate the RAB.

IT IS SO AGREED

SIGNATURES OF MEMBERS AS OF AUGUST 8, 1996.